



## **PARCEL MAP 3-2-1 SUBMITTAL PROCESS**

### **PARCEL MAP SUBMITTAL REQUIREMENTS (review timeline – 3 weeks)**

1. Prior to submitting a Parcel Map application:
  - a. Drainage study must be approved; and
  - b. Civil improvement plans must be submitted and the first review must be complete prior to submittal of the parcel map. If Civil Improvement Plans are not required, submit a letter from Public Works New Development and Utility Services to waive this requirement.
2. After the above items are satisfied, submit the Parcel Map application through DSC Online.
  - a. See the Parcel Map Application Form and checklist (<https://www.cityofhenderson.com/home/showpublisheddocument/9484/638119659421100000>) for the filing requirements.
3. Community Development may take up to two business days to review the application and uploaded documents for completeness before issuing an invoice of \$661 for the application fee.

### **SUBMITTAL FOR ADDITIONAL (2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup>) REVIEW REQUIREMENTS (review timeline – 2 weeks)**

1. Resubmittal will not be accepted until all reviewing departments (Community Development, Right-of-Way Survey, Public Works New Development, Public Works Flood Control, and Utility Services) have reviewed the map.
2. Resubmit the following items by uploading them to the DSC Online portal for this project:
  - a. Revised map
  - b. Correction letter
  - c. Any additional items required to address comments from the reviewing departments.

### **EMYLAR AND PHYSICAL MYLAR (review timeline – 1 week each)**

1. Prior to uploading the Emylar to DSC Online:
  - a. All reviewing departments must have signed-off on reviews as “complete”
  - b. Bonds and fees are approved and paid
  - c. Civil Improvement Plans have been approved (if applicable)
  - d. Signatures (owners, dry utilities) and notarization are complete on the Emylar
2. The physical mylar must be delivered to the Community Development counter in the Development Services Center, 1<sup>st</sup> floor of City Hall with a printed copy of:
  - a. Verification from the Records Department that the Emylar is complete.
3. Physical mylars that are delivered to the Community Development counter in the Development Services Center after 8:00 AM each Monday will be routed for signatures and signed by Monday of the following week.

Please contact Community Development – Development Services Center for additional information

(702) 267-3640

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